



Washington State Roadmap

Roadmap Advisory Group Meeting Minutes

November 17, 2005 (1:30 – 3:30)

OFM Pt Plaza West Training Room

Attendees

George Alvarado, DOR
Kevin Anderson, PSAT
Dan Ashby, DSHS
Sherry Bachmann, DOC
Julie Boyer, Sterling
Bret Broderson, OFM
Scott Came, DIS
Dan Contris, DOR
Melissa Cook, Eclipse
Rick Cook, DSHS
Susan Dodson, OFM
Denise Doty, DOC

Debbie Hoxit, OFM
Maria Hug, WSP
Kathy Iblings, GA
Wendy Jarrett, OFM
Mark Johnson, WSDA
Dennis Jones, OFM
Bill Joplin, GA
Marla Kentfield, OST
Jacqueline Lew, OFM
Robin Madsen, Eclipse
John Natteford, Eclipse
Kathleen Nolte, Sterling
Tom Parma, DIS

Christy Ridout, LNI
Sadie Rodriguez-Hawkins, OFM
Kathy Rosmond, OFM
Allen Schmidt, OFM
Mariann Schols, DSHS
Jeff Sharp, OST
Randy Simmons, LCB
Chuck Smith, DIS
Romeo Solis, HCA
Lyle Tillett, DRS
Wendy Weeks, OST
Tristan Wise, GA
Marcy Yates, DOT

Handouts

- Advisory Group [presentation](#)
- [Candidate decision-making framework](#)

Welcome and today's objectives

Sadie Rodriguez-Hawkins welcomed the *Roadmap* Advisory Group and reviewed the meeting objectives.

Roadmap program update

Kathy Rosmond reported that:

- Dennis Jones briefed the deputy directors group on *Roadmap* progress;
- The results from the expense reimbursement modeling pilot are available on the *Roadmap* website in the [Expense Reimbursement Value Proposition](#) report. Lessons learned from the pilot are being factored into the Phase 2 modeling work plan. The “could-be” vision for expense reimbursement will be taken into consideration during the Travel & Expense Management System (TEMS) feasibility study. Member feedback on the value proposition report is welcome.
- Business process modeling session for Grant Management and Contract Management have been scheduled, to support the enterprise grant, contract, and loan management project.

Chart of Accounts project update

Wendy Jarrett and Debbie Hoxit provided information on the Chart of Accounts project. Preliminary results and recommendations are based on a survey completed by 325 stakeholders, and 26 interviews with a broad range of agencies. Preliminary data found a need for change, but little commonality in the need. A key concern is that change can be costly (e.g. the effect on AFRS and agency systems).

An [Issue Summary](#) document was recently distributed for review and is available on the project website. Once feedback on the document is compiled, a recommendation will be forwarded to the OFM management and presented to the Advisory Group.

Framework for Roadmap decision-making

Scott Came proposed a [framework](#) the Advisory Group could use for making decisions. The framework is modeled after the ISB's Enterprise Architecture Committee's approach, and includes policies, a governance model and process, an escalation strategy, and a set of principles appropriate for the type of decision that needs to be made. He explained that use of a framework should result in decisions that are more aligned with business priorities, made more quickly and efficiently, made by the right people at the right time, consistent, coherent, and balanced, enterprise-focused, and resilient.

Principles for Roadmap decisions

Melissa Cook led the Advisory Group through a discussion of several principles that could be helpful for recommending the scope and schedule of *Roadmap* modeling through August 2006. Prioritization of the business processes is necessary because the pilot showed not all processes could be modeled in that time frame within available resources. Also, since the *Roadmap* will be implemented incrementally, some of the modeling should be done later, closer to the planned implementation date. The Advisory Group adopted the following four principles to help select the business processes to be modeled, and potentially included in the first *Roadmap* feasibility study:

Natural boundaries – selecting business processes within well-defined, natural boundaries will simplify integration and help achieve the ability to view state government as a single enterprise

Logical Sequence – working on business processes that create data before ones that use data should reduce risks of missing key functionality and rework

Business Sponsorship – the type of significant change proposed in the *Roadmap* “could-be” process visions will require strong sponsorship

Value Proposition – projects with a measurable value proposition for change will be easier to achieve

Next steps for modeling

Robin Madsen presented a proposed Phase 2 modeling schedule, based on the adopted principles:

<u>Business processes to be modeled:</u>	<u>Processes that will not be modeled at this time:</u>
Grant Management	Strategic Planning & Budgeting
Contract Management	Decision Support
Procurement & Encumbrance Management	Risk Management
Vendor Registration	Project Management
Payables Accounting	Cost Accounting
Revenue Accounting	Asset Management
General Ledger	Customer Relationship Management
Financial Reporting	Treasury Management

Members agreed with the recommended schedule for presentation to the *Roadmap* Executive Sponsors on December 5. In response to questions about expected level of agency effort, Robin explained that each business process would require 3 to 4 half-day modeling sessions, plus ‘homework’ assignments for two representatives from each agency invited to participate. Invitations asking for nominees will be sent.

Next steps/process check

In response to a question on the integration architecture strategy for the *Roadmap*, Kathy Rosmond explained that the strategy would identify the standards and guidelines that will allow the state to:

- Implement the *Roadmap* incrementally, with confidence that components will fit together
- Accommodate agency-unique extensions where needed
- Help agencies plan how to integrate their core systems with new *Roadmap* systems over time

Members requested that this information be included in future meeting presentations, as a reference. Members congratulated Dennis Jones on his upcoming retirement. Kathy acknowledged Dennis as the “chief cartographer and father” of the *Roadmap*.

The next meeting of the *Roadmap* Advisory Group will be December 28, 2005 in the OFM Point Plaza Training Room from 1:30 – 3:30 pm.